



DEPARTMENT: Fire/Emergency Medical Services

NATURE OF WORK:

This is advanced technical emergency medical service work responding to a variety of emergency medical, environmental, and psychiatric situations. Responds to a variety of calls for medical service to provide/oversee care to the ill and injured. Work involves determining the nature and extent of the problem; taking the appropriate steps to alleviate the problem; and, determining the appropriate medical facility to accommodate the patient. Work is performed independently at the scene of the occurrence and under general supervision of a Fire Rescue Captain at other times.

ESSENTIAL FUNCTIONS OF THE JOB:

Performs/oversees necessary basic and advanced life support care on sick, injured, or convalescent persons at sites of emergencies, in route to hospitals or other locations; observes established protocols in the use of cardiac rescue procedures.

Administers/supervises administration of drugs by means of intravenous, intramuscular subcutaneous and endotracheal (ET) therapy as directed by protocols or physician.

Ensures highest pre-hospital level of necessary medical care in pediatric calls, at environmental incidents, and during psychological/psychiatric emergencies.

Directs patient care at the scene of Emergency Medical Services (EMS) incidents and directs triage/treatment/transport during mass casualty incidents.

Acts as Fire Rescue Captain when required.

Attends training programs in emergency medical services and techniques both at the assigned fire station and other locations; reviews and studies current literature; maintains appropriate certification.

Performs full range of fire suppression activities as required by the nature of the incident; operates firefighting equipment.

Checks mechanical operation of assigned vehicle; cleans vehicle both outside and inside; decontaminates; checks and maintains assigned medical equipment; assures supplies, drugs and other expendables are maintained at their desired level.

Assists with housekeeping and maintenance duties at assigned station, if needed.

Performs routine clerical and administrative functions such as preparing reports and training materials; uses Firehouse, WordPerfect, and related software.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to Supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required, to include precepting responsibilities, special training and inventory/supply duties.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

Participates in confined space, high angle, trench, or water rescues and assists in hazardous materials incidents.

Participates in public relations and educational programs.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed indoors and outdoors in a variety of settings and in all weather conditions. Normally works at an assigned fire station on a rotating shift but can be reassigned to any shift. Operates a variety of medical equipment including electrocardiogram and carbon dioxide monitors, laryngoscope, ET tubes, defibrillator, oxygen equipment, pulse oximeter, heart pacer, and hospital radios. Operates a variety of fire equipment such as fire pumpers, ladder trucks, hose lines, and other rescue equipment. Operates a computer. Drives emergency response vehicles.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of relevant equipment, policies, procedures and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Thorough knowledge of basic and advanced life support procedures.

Thorough knowledge of EMS protocols.

Thorough knowledge of County geography.

Considerable knowledge of treatment of trauma, environmental emergencies, psychiatric problems, and pediatric emergencies.

Considerable knowledge of fire suppression and prevention methods, practices, and procedures.

Knowledge of principles and methods of curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Knowledge of principles and processes for providing customer and personal services, including needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities, including symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

Knowledge of personal computers and software.

Skill in giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Skill in actively looking for ways to help people.

Skill in adjusting actions in relation to others' actions.

Skill in performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

Skill in considering the relative costs and benefits of potential actions to choose the most appropriate one.

Skill in determining the kind of tools and equipment needed to do a job.

Skill in understanding written sentences and paragraphs in work related documents.

Skill in talking to others to convey information effectively.

Ability to communicate information and ideas in speaking so others will understand.

Ability to tell when something is wrong or is likely to go wrong.

Ability to deal courteously, but firmly, with the public on especially difficult and sensitive subjects.

Ability to analyze situations and to adopt and direct quick, effective, and reasonable course of action with due regard to surrounding hazards and circumstances.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent and successful completion of the Tidewater Regional Fire Academy, or equivalent certification as determined by the James City County Fire Department.

NECESSARY SPECIAL QUALIFICATIONS:

Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County criteria.

Must possess and maintain the following certifications from the Tidewater Regional Fire Academy, or equivalent certifications as determined by the James City County Fire Department.

1. Firefighter II
2. Hazardous Materials – Operations
3. Emergency Vehicle Operations Class
4. Cardiopulmonary Resuscitation (CPR)

Must possess and maintain the following certifications from the Virginia Department of Fire Programs, or equivalent certifications as determined by the James City County Fire Department.

1. Fire Instructor I
2. Fire Officer I

Must possess and maintain certification as a Virginia Paramedic.

Must have four years experience as a career Paramedic; or two years experience as a Master Fire Rescue Technician with the James City County Fire Department.

Must obtain and maintain authorization to perform as an Attendant in Charge by the County's Operational Medical Director.

Must demonstrate competency in performing the essential functions of the job as evaluated by the Fire Chief or his/her designee.

Must complete and maintain EMT Instructor Certification from the Virginia Office of EMS, and/or CPR Instructor or acceptable equivalent within one year of hire or promotion.

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IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Fire Rescue Lieutenant Position Number: 436
Department: Fire Division: Emergency Medical Services

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- ☒ Answer telephone, radio or switchboard
- ☒ Communicating with County officials
- ☒ Communicating with general public
- ☐ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☐ Communicating _____ with _____ other _____
- ☐ Not essential to job functions

2. Hearing/Listening:

- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function.

3. Reading: (ability to read and understand text)

- ☒ Essential to job function
- ☐ Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- ☒ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided
by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☒ Essential function
- ☐ Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|---|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input checked="" type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input checked="" type="checkbox"/> Use power tools |
| <input type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☒ Essential to job function
- ☐ Not essential to job function

Explain: Firefighter/rescue duties.

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift						✓		✓	
Push/Pull						✓		✓	
Hold/Carry						✓		✓	

Manipulation done from: ☒ ground to waist ☒ waist level ☒ waist to shoulder ☒ above shoulder
(Check all that apply)

Not essential to job function: ☐ Lift ☐ Push/Pull ☐ Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

Ladders

- ☒ Step stool
☒ 8' to 10' step ladder
☒ Extension ladder
☒ Other _____
☐ Not essential to job function

Stairways

- ☐ 1 flight
☐ 2 flights
☒ 3 or more flights
☐ Other _____
☐ Not essential to job function

Steps

- ☐ 1-2
☐ 2-3
☒ 3-4
☐ Other _____
☐ Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand				✓				✓	
Sit		✓						✓	
Walk		✓						✓	
Run		✓						✓	

If walking or running, over what type of terrain? ☐ flat ☐ rough ☒ both

Not essential to job function: ☐ Stand ☐ Sit ☐ Walk ☐ Run (Check all that apply)

4. **Stooping, Kneeling, Crouching, and /or Crawling:**

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- ☐ 0-5x ☒ 5-20x ☐ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

5. **Reaching, Handling, Fingering, and/or Feeling:**

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- ☐ 0-5x ☒ 5-20x ☐ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

6. **Seeing:** To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- ☒ Peripheral vision
☒ Night vision
☒ Focus (distinctness or clarity)
☒ Color perception (discriminate between colors)
☒ Depth perception (determine distance relationship between objects)

VII. Driving:The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			

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